

Operations

DESCRIPTION OF MAJOR SERVICES

The Solid Waste Management Division (SWMD) is responsible for the operation and management of the County of San Bernardino's solid waste disposal system, which consists of 6 regional landfills, 8 transfer stations, oversight and/or post-closure maintenance at 28 inactive or closed landfills and waste disposal sites throughout the county. SWMD provides scale operations and maintenance; accounts payable/receivable; engineering, design, and construction management; and education and waste diversion. SWMD provides oversight, direction, guidance and control of the contractor, Burrtec Waste Industries, Inc. (Burrtec), for the daily operations of the county's active landfills, transfer stations, and maintenance of the inactive and closed landfills. In its contract administrative role, SWMD provides both general and specific direction to Burrtec in implementing county policies and procedures pertaining to the operations of the county's solid waste system. SWMD also monitors Burrtec's performance under the contract. SWMD maintains direct coordination with all regulatory agencies and liaison activities with customers, including cities, refuse haulers, and citizens. SWMD receives state grant monies, county and private industry matching funds to be used to further the education and outreach for waste reduction, reuse and recycling programs.

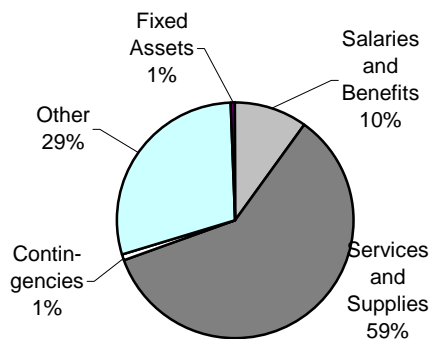
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Requirements	42,272,333	46,985,412	46,873,639	57,212,395
Total Financing Source	49,767,433	46,015,356	56,736,707	57,440,172
Revenue Over/(Under) Expense	7,495,100	(970,056)	9,863,068	227,777
Budgeted Staffing		74.4		84.8
Fixed Assets	265,067	-	442,845	353,000
Unrestricted Net Assets Available at Year End	2,717,299		3,321,205	
Workload Indicators				
Total Revenue-Generating Tonnage	1,484,693	1,432,600	1,497,304	1,714,800
Single Family Residences	81,755	81,755	81,014	81,104
Active Facilities	14	14	14	14
Inactive Facilities	28	28	28	28

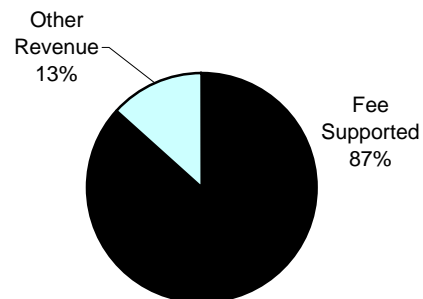
The actual revenues for 2003-04 are approximately \$10.7 million greater than budget. This excess is largely due to increased tonnage accepted at the county landfills.

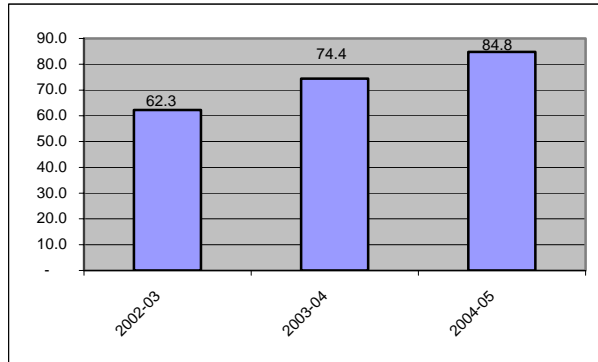
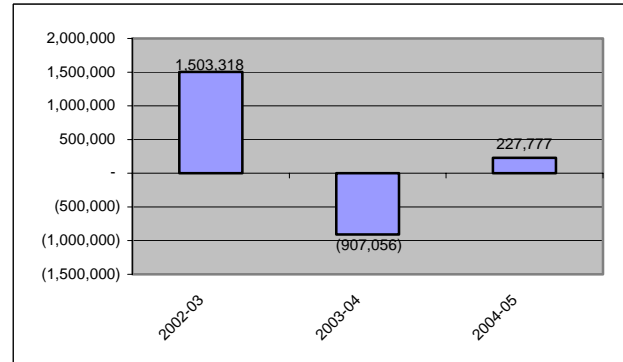
The Workload Indicator for Total Revenue-Generating Tonnage is increasing by approximately 282,000 tons in 2004-05 due to the Bark Beetle Infestation Program and the Board-approved addition of an extra 75,000 tons of Article 19 waste into the County's landfill system.

2004-05 BREAKDOWN BY EXPENSE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART**2004-05 REVENUE OVER/(UNDER) TREND CHART**

GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Solid Waste Mgmt
FUND: Operations Fund

BUDGET UNIT: EAA, EWE, EWC
FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Salaries and Benefits	4,347,271	4,726,577	5,182,467	544,543	5,727,010
Services and Supplies	27,150,357	29,045,546	29,397,605	4,354,668	33,752,273
Central Computer	20,665	20,665	36,266	-	36,266
Other Charges	10,116,729	7,907,701	7,907,701	3,280,645	11,188,346
Transfers	238,617	284,923	284,923	42,530	327,453
Contingencies	-	-	-	588,900	588,900
Total Appropriation	41,873,639	41,985,412	42,808,962	8,811,286	51,620,248
Depreciation	-	-	-	592,147	592,147
Operating Transfers Out	5,000,000	5,000,000	5,000,000	-	5,000,000
Total Requirements	46,873,639	46,985,412	47,808,962	9,403,433	57,212,395
Departmental Revenue					
Taxes	7,148,723	7,164,436	7,164,436	(111,403)	7,053,033
Licenses & Permits	1,918,611	900,000	900,000	459,128	1,359,128
Use of Money and Prop	281,754	246,679	246,679	8,821	255,500
State, Fed or Gov't Aid	1,253,073	779,790	779,790	(697,729)	82,061
Current Services	45,005,345	36,786,137	37,609,687	10,820,742	48,430,429
Other Revenue	198,201	10,314	10,314	(293)	10,021
Other Financing Sources	-	128,000	128,000	(78,000)	50,000
Total Revenue	55,805,707	46,015,356	46,838,906	10,401,266	57,240,172
Operating Transfers In	931,000	-	-	200,000	200,000
Total Financing Sources	56,736,707	46,015,356	46,838,906	10,601,266	57,440,172
Revenue Over/(Under) Exp	9,863,068	(970,056)	(970,056)	1,197,833	227,777
Budgeted Staffing		74.4	77.4	7.4	84.8
Fixed Assets					
Improvement to Land	-	-	-	100,000	100,000
Equipment	442,845	-	-	253,000	253,000
Total Fixed Assets	442,845	-	-	353,000	353,000



DEPARTMENT: Public Works - Solid Waste Mgmt
 FUND: Operations Fund
 BUDGET UNIT: EAA, EWE, EWC

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	74.4	46,985,412	46,015,356	(970,056)
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	333,520	333,520	-
Internal Service Fund Adjustments	-	367,660	367,660	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	701,180	701,180	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	3.0	122,370	122,370	-
Subtotal	3.0	122,370	122,370	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BOARD APPROVED BASE BUDGET	77.4	47,808,962	46,838,906	(970,056)
Board Approved Changes to Base Budget	7.4	9,403,433	10,601,266	1,197,833
TOTAL 2004-05 FINAL BUDGET	84.8	57,212,395	57,440,172	227,777
2003-04 FINAL FIXED ASSETS		-		
Board Approved Adjustments During 2003-04				
Mid-Year Board Items		-		
Impacts to Fixed Assets Due to State Budget Cuts		-		
Department Recommended Changes in Fixed Assets		353,000		
TOTAL 2004-05 FIXED ASSETS BUDGET		353,000		

DEPARTMENT: Public Works - Solid Waste Mgmt
 FUND: Operations Fund
 BUDGET UNIT: EAA, EWE, EWC

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Salaries and Benefits	7.4	544,543	-	(544,543)
<p>SWMD is proposing a 7.4 net increase in budgeted staff. This increase includes the addition of the following 7.0 new positions:</p> <ul style="list-style-type: none"> * 1.0 Public Works Engineer II for closure construction project management. * 1.0 Engineering Technician V for inspection of landfill gas and groundwater monitoring operations and maintenance contracted construction. * 1.0 Landfill Operations Inspector for daily observation of operations and diversion activity at landfills and transfer stations throughout the County, and oversight of the numerous Bark Beetle timber harvesters. * 1.0 Planner II to research and develop alternatives to wood waste disposal, research funding opportunities, and a variety of other duties. * 2.0 Fiscal Clerk II positions for daily scale transaction monitoring and tonnage corrections, payments to contractors, receipts from haulers, and job cost accounting. * 1.0 Staff Analyst I for contract and program monitoring, financial and statistical analysis/reporting, and responding to day-to-day inquiries for information. <p>These new positions are needed to assist SWMD with its increased workload demands resulting from additional tonnage being delivered to the County's landfill system, as well as the \$26 million of landfill closure and expansion projects that are scheduled for FY 2004-05.</p> <p>In addition to the above increases, 1.0 Public Service Employee is being added to offset a 0.8 decrease for an Engineering Technician III who is on military service leave, and budgeted staff is increasing by 0.2 for overtime of various field personnel.</p>				



DEPARTMENT: Public Works - Solid Waste Mgmt
 FUND: Operations Fund
 BUDGET UNIT: EAA, EWE, EWC

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2. Services and Supplies				
Bark Beetle Program		5,791,141	-	(5,791,141)
Full year costs to continue the Bark Beetle Program at maximum capacity including full operations of the burners at Burnt Flats and chipping operations at Heaps Peak and Big Bear.				
Waste Reduction Programs		399,000	-	(399,000)
Expanded and new waste reduction programs to reach the AB 939 requirement of diverting 50% of waste generated in the County. These programs are aimed at increasing the recycling and reuse of waste.				
Capital Projects Technical Support		1,203,522	-	(1,203,522)
This program provides for Landfill Gas and Groundwater well construction and monitoring at all active landfills, and for corrective actions required by the various water and air quality control boards. In addition, this program provides for construction design of closure and expansion projects and other engineering consultant projects. The additional appropriations for 2004-05 are needed for projects that have been deferred in previous years. These projects were pending completion of a study regarding the final cover materials at the landfills. Projects were also deferred until sufficient funding became available.				
Operations Contract		1,097,927	-	(1,097,927)
This program provides for the day-to-day operations of all of the active landfills and transfer stations, and for the repair of storm damaged inactive and closed landfill facilities. This increase is due to additional tons projected to be brought to the county solid waste facilities during 2004-05.				
Debt service		(4,900,000)	-	4,900,000
Debt service principal costs have been reclassified to the Other Charges category per the Auditor/Controller-Recorder.				
Other services and supplies costs		492,595	-	(492,595)
Increased appropriations for the following: software/hardware purchases (\$122,997), non-inventorial equipment (\$46,584), remodel of office space for new employees (\$144,215), communication charges (\$90,247), COWCAP (\$60,452), and various minor adjustments that result in a \$28,100 net increase.				
** Final Budget Adjustment		270,483	-	(270,483)
Appropriations have been increased due to Board approval of SWMD's fee requests.				
3. Other Charges				
Debt Service - Principal		4,900,000	-	(4,900,000)
The budget for outstanding debt service principal payments have been reclassified from the Services and Supplies account per direction from the Auditor/Controller-Recorder's Office.				
Debt Service - Interest		(2,093,115)	-	2,093,115
The Debt Service interest is reduced due to the pay-off of one bond in the previous fiscal year.				
Payments to other government entities		473,760	-	(473,760)
Increased payments to the Board of Equalization due to additional tonnage at the landfills (\$174,321), to the WDA Cities for the increased Article 19 tonnage (\$297,424), and to the City of Ontario for the Milliken Landfill property taxes (\$2,015).				
4. Transfers		42,530	-	(42,530)
Increased payments for the administrative charges related to the operations of the Economic Development and Public Services Group.				
5. Contingencies		588,900	-	(588,900)
** Final Budget Adjustment - Appropriations have been set aside in contingencies resulting from Board approval of SWMD's fee requests.				
6. Depreciation		592,147	-	(592,147)
SWMD now reflecting depreciation expense in the County budget book per direction from the County Administrative Office.				
7. Taxes		-	(111,403)	(111,403)
Reduction to Estimated Single Family Refuse rate paid on Property Tax Assessment due to the October 2003 Old Waterman Canyon and Grand Prix Fires destroying homes and businesses.				
8. Licenses and Permits		-	459,128	459,128
Increased revenues from additional franchised areas.				
9. Use of Money and Property		-	8,821	8,821
Increased interest earned due to a greater cash balance for this fund.				
10. State, Federal and Other Governmental Aid		-	(697,729)	(697,729)
Decrease principally due to reduced federal aid for the Bark Beetle Program.				
11. Current Services		-	10,820,742	10,820,742
* Increase of \$7,409,350 due to charging for Bark Beetle wood waste.				
* Increase of \$1,577,000 from the additional Article 19 tonnage received.				
* An additional \$676,000 for WDA cost-of-living adjustment of \$1.00 per ton.				
* An additional \$299,009 due to under-estimating the amount of revenue during the 2003-04 budget process.				
** Final Budget Adjustment - Revenues have been increased by \$859,383 due to Board approval of SWMD's fee requests.				



DEPARTMENT: Public Works - Solid Waste Mgmt
 FUND: Operations Fund
 BUDGET UNIT: EAA, EWE, EWC

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
12. Other Revenue Minimal decrease in other revenue anticipated for 2004-05.		-	(293)	(293)
13. Other Financing Sources Reduction in proceeds from the sale of fixed assets.		-	(78,000)	(78,000)
14. Operating Transfers In Transfers from the Environmental Mitigation Fund to assist with the cost of the Bark Beetle Infestation Program.		-	200,000	200,000
Total	7.4	9,403,433	10,601,266	1,197,833

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Scale Purchase and installation of additional scale at the Colton landfill for traffic mitigation.	100,000
2. Office Equipment Purchase of a copier to replace a model having excessive down time for repairs for \$15,000. Purchase of a wide-format copier for engineering design and topographical copies for \$10,000.	25,000
3. Field Equipment Replace excavator at burnt flats for \$200,000. Purchase of an Organic Vapor Analyzer/Monitor for landfill gas inspections for \$18,000. Purchase of two (2) landfill gas detectors for over night detection of gas leaks for \$5,000 each or \$10,000.	228,000
Total	353,000

** Final Budget Adjustments were approved by the Board after the proposed budget was submitted.

